



STATE OF INDIANA
ALCOHOL AND TOBACCO COMMISSION

302 West Washington Street
IGCS Room E114
Indianapolis, IN 46204
Telephone 317 / 232-2430
Fax 317 / 233-6114
www.IN.gov/atc

May 16, 2003

Re: Supplemental Catering Permit Fee

Dear Permittee:

Public Law 250 changes the supplemental catering permit fee to \$150 per year. This change becomes effective July 1, 2003. Our records indicate that you have paid for a catering permit in the past.

If you wish to continue to hold a supplemental catering permit after June 30, 2003 you must submit a written request to the Alcohol and Tobacco Commission (ATC) accompanied by the \$150 fee. For your convenience, you may simply complete the lower portion of this letter and submit it with your payment to the ATC. Upon receipt, the \$150 fee will be prorated based on the current expiration date of your three-way permit. Please remember that the ATC will only accept a business check, money order, or certified check through the mail. Personal checks will not be accepted and please **Do Not Send Cash!**

We are hopeful that the return to a yearly catering permit fee will make catering an easier process. The holder of a supplemental caterer's permit is still required to comply with IC 7.1-3-9.5 and 905 IAC 1-40-5. The appropriate form with the catering location, date and floor plan must be submitted to the district office for approval. The Commission has delegated the authority to approve each event to the local excise district office.

If you have any questions, please call 317-232-2430 or call your processor directly. Thank you for your immediate attention to this matter.

Sincerely,

Mary L. DePrez
Chairperson

REQUEST FOR A SUPPLEMENTAL CATERING PERMIT

Name: _____ Permit #: _____

Address: _____

DBA: _____

Please submit this information with a fee of \$150 to: Alcohol and Tobacco Commission
302 W. Washington Street
IGCS Room E114
Indianapolis, IN 46204